

DIRECT LOAN SETUP OVERVIEW AND CONTACT INFORMATION

November 2012

Authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) use functionality within the U.S. Department of Education’s (the Department’s) Common Origination and Disbursement (COD) System to process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. Before a foreign school may begin participating in the Direct Loan Program, it must apply to participate, receive a countersigned Program Participation Agreement and Eligibility and Certification Report, request COD System and Web site access, and complete funding-related actions.

Where should you start? The Foreign School Direct Loan Setup area of the Foreign School Information page (located on the Information for Financial Aid Professionals (IFAP) Web site) includes the instructions and materials your school will need to complete all Direct Loan setup actions. The documents posted in this area are presented in the order in which the actions should be completed. We encourage you to first review all posted documents. Doing so will provide a complete picture of what your school must do. The documents are as follows:

- Overview and Contact Information; [Cover Sheet for Setup Packet](#)
- [Instructions for COD System Access](#); [Federal Student Aid User Statement](#); [Request Letter Templates](#)
- [Instructions for Funding Setup](#); [SF 1199A Form Mockup](#)

What do you need to submit? In short, your school will complete and submit Direct Loan setup information in two major steps.

- **Step One** – Complete and submit a Direct Loan setup packet that includes the Direct Loan Setup Packet Cover Sheet and one set of your school’s COD System Access Request Letters.
This step should be completed soon after your school is approved to participate.
- **Step Two** – Initiate funding setup actions immediately, and plan to separately submit the required funding form and cover letter once all actions have been completed.

Where do you need to send the information? Your school will submit a cover sheet and all materials by express courier to the Department at the following addresses:

Direct Loan Setup Packet Information COD System Access Forms	Funding Setup Information G5 Forms and Information
U.S. Department of Education Federal Student Aid School Eligibility Channel Foreign Schools Participation Division – Direct Loan Setup Union Center Plaza 830 First Street NE Room 73C3 Washington, DC 20002-5340 <i>Note:</i> If your school is required to provide a local phone number to send the package, it may use 202/377-3168.	U.S. Department of Education Financial Management Operations Attn: Stephanie Barnes – Room 6087 550 12 th Street, SW Washington, DC 20202-4328 <i>Note:</i> If your school is required to provide a local phone number to send the package, it may use 202/245-8006.

Who can you contact for help? If you have questions or need assistance as you complete the Direct Loan setup actions, e-mail the Department’s Federal Loan School Support Team at dlops@ed.gov.